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| **Department: Education and Children’s Services** | | **RISK ASSESSMENT** |  |
| **Process/Activity: COVID-19 Infection Prevention & Control** | | **Location:** **Skene School** | **Date: 06.08.20** |
| **Describe activity**: ECS establishments opening August 2020 to children, young people, staff, visitors and contractors. | | | |
| **Establishment Name and Location: Skene School** | **Isolation Room Location in Establishment: Main Reception/Outdoor Space** | | |

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| **Hazard** | **Person/s Affected** | **Risk** | **Risk level before controls are in place (delete as appropriate)**  **Low, Medium & High** | | | **Control Measures** | | | | **Risk level after controls are in place**  **(delete as appropriate)**  **Low, Medium & High** | | | | |
| Spread of infection | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **GENERAL CONTROL MEASURES**  Encourage and support all children, young people, staff and any others for whom it is necessary to enter the school estate to maintain COVID-secure personal hygiene throughout the day and ensure continued rigour about hand hygiene.  • frequent washing/sanitising of hands for 20 seconds and drying thoroughly, and always when entering/leaving the building, before/after eating and after using the toilet. Sanitiser stations at each pupil/staff entrance. Hand washing signs, including widgets at all sinks throughout the building.  • encouraging children, young people and staff to avoid touching their faces including mouth, eyes and nose.  • using a tissue or elbow to cough or sneeze, and use bins that are emptied regularly for tissue waste. Signage around the building to encourage this.   * Safety Session video created by HT to be played every morning and throughout the day as necessary reinforcing all of the above points.   Provide supplies of resources including tissues, soap, hand sanitisers and anti-bacterial wipes for classroom cleaning. Children have also been invited to bring their own sanitiser/soap and have been asked to bring their own tissues.  The response to the coronavirus COVID-19 outbreak is complex and fast moving. Advice from Government sources will be shared with staff daily on the Aberdeenshire Council staff COVD-19 site: <https://covid19.aberdeenshire.gov.uk/>  Additional guidance is listed below for Early Learning and Childcare Services with links: [Staff should follow separate guidance for the reopening of early learning and childcare services](https://aberdeenshire-my.sharepoint.com/personal/karen_tucker_aberdeenshire_gov_uk/Documents/) here. And good infection control guidance specifically for nurseries:  [Infection Prevention and Control in Childcare Settings (Day Care and Childminding Settings](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2448/documents/1_infection-prevention-control-childcare-2018-05.pdf)  and put in place the guidance from Health Protection Scotland.  [Covid-19 Guidance for Non-healthcare Settings](https://aberdeenshire-my.sharepoint.com/personal/karen_tucker_aberdeenshire_gov_uk/Documents/.https:/hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf) is available here.  Health and Safety advice available on Arcadia by accessing this link, including: How to handwash, Putting on & removing PPE, Decontamination & cleaning processes for facilities, Optional & mandatory wearing of face coverings: <https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx>.  Health, Safety and Wellbeing policy is available [here](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Documents/Business%20Services/HR+OD/Health%20and%20Safety/Aberdeenshire%20Council%20Corporate%20H+S%20Policy/Aberdeenshire%20Council%20-%20General%20HS%20Policy%20Statement.pdf).  **PPE**  For the majority of staff PPE will not normally be necessary. Use of PPE in school should be based on a clear assessment of the risk and need for an individual child, ie personal care. Where colleagues need to work in close proximity to a child or children for over 15 mins, the school will provide face coverings/PPE for that purpose.  **Types of PPE required for specific circumstances:**   * ROUTINE ACTIVITIES – No PPE required * SUSPECTED COVID-19 – Gloves, apron and a fluid-resistant surgical mask when direct personal care needed. Eye protection if a risk assessment determines there is a risk of splashes to the eyes. Gloves and aprons worn when cleaning the areas where suspected case has been. * INTIMATE CARE – Gloves and apron. Risk of splashing mitigated with the wearing of fluid-resistant surgical mask and eye protection. Gloves and aprons worn when cleaning the area. * First Aid – Staff will have face masks on their person when on duty outside as well as a small handheld first aid kit. Masks must be worn when administering First Aid.   **Face Coverings**:  Face coverings should not be required for most children and staff unless clinically advised to do so.  Where adults cannot keep 2m distance and are interacting face-to-face for a sustained period (more than 15 minutes) a face covering should be worn and will be provided.  HT requests that masks be worn for close group work and when we are dismissing children at the end of the day – see separate end of day arrangement sheet for staff roles. 2m distancing will be tricky therefore masks must be worn.  Adults in school in other circumstances should not need to wear face coverings as long as they can maintain 2m distancing.  Impact of wearing face coverings on learners with additional support needs should be considered.  **Anyone (staff or pupil) who wishes to wear a face covering is free to do so.**    **Special Consideration for Certain Groups**  We will follow the latest guidance on attendance for children, young people and staff who have health conditions or are pregnant, or who live with individuals who have health conditions or are pregnant. Information can be found[**here.**](https://www.gov.scot/publications/coronavirus-covid-19-tailored-advice-for-those-who-live-with-specific-medical-conditions/)  Advice is available [**here**](https://www.gov.scot/publications/guidance-education-children-unable-attend-school-due-ill-health/) for the education of pupils who are unable to attend school due to ill health. We will provide online learning for anyone who has been advised to shield/self-isolate or for parents in the vulnerable category who cannot get their children to school. Parents choosing not to send their children to school because they do not feel it is safe or because they do not want to will be signposted to websites only.  All clinically extremely vulnerable staff are enabled to work from home, (for example, supporting remote education), or will carry out the lowest-risk roles on site, with social distancing of at least 2m. Clinically extremely vulnerable staff electing to waive this right must have discussed it with their doctor and put it in writing to the Head Teacher.  From 1 August advice on shielding and protecting people who are clinically extremely vulnerable changed. Staff and parents have been asked to identify anyone who would require an individual risk assessment to be in place before their return on Monday 10th (staff) and Wednesday 12th (pupils) August.   * ‘Clinically extremely vulnerable’ staff should be able to attend unless advice from their GP is not to. * Those with a ‘clinically vulnerable’ household member can attend following a dynamic risk assessment. * Those who are ‘clinically extremely vulnerable’ should discuss their options with their Head Teacher/line manager * Those who live with someone ‘clinically extremely vulnerable’/shielded should attend and carefully follow guidance on staying alert and safe (social distancing) as per online guidance listed above.   **General Advice - Staff and Pupils**  Identify those staff or pupils who are, or who live with someone who is, symptomatic or a confirmed case of COVID-19. They cannot return to school until self-isolation is over, or a negative test is received.  Clear and repeated messages will be sent to parents/carers that pupils must not attend if they, or a member of their household, has COVID-like symptoms or a positive test. Schools will be able to register symptomatic staff as Cat 3 Key workers under the employer referral portal to ensure priority access to testing.  Movement between schools should be kept to a minimum until further notice, e.g. temporary/supply staff, visiting teachers, psychologists, nurses, and social workers. Consider lower risk methods for some input – digital/virtual means, or outdoor settings. Where movement across locations is necessary to deliver school operations the number of interactions should be minimised. At present only one PSA works across settings and will remain at Skene until further guidance is received.  Admin staff will not work at the same time due to the size constraints of the Office. A new timetable has been created and agreed with both members of staff ensuring key times are covered. HT to support at other times and where possible.  We aim to minimise the number of staff using work stations for NCCT time/ASL. Two stations have been set up in the staffroom and 2 in the hub. Staff should use Covid Guard and/or antibacterial wipes before and after use of the station.  Registration must be taken twice daily and should be recorded using the appropriate absence codes both existing and COVID-19 related.  Registration must be in accordance with Guidelines on Managing and Promoting Pupil Attendance in [Nursery, Primary and Special Schools](file:///C:\Users\jwarrand\AppData\Local\Microsoft\Windows\INetCache\IE\KF4J0RW8\attendance-policy-guidance-primary-schools-november-2015.pdf)  and [secondary schools](file:///C:\Users\jwarrand\AppData\Local\Microsoft\Windows\INetCache\IE\C6PLZM60\attendance-policy-guidance-secondary-schools-november-2015.pdf).  Continue to complete the online educational setting status form to provide daily updates on how many children and staff are in school.  Pupils are in class bubbles both inside and out and will remain in these as far as possible. Each bubble has their own identified entrance/exit, toilet and corridor space. Pupils will only have access to a small part of the building and will not have access to the top of the building unless in a First Aid Emergency.  Assemblies will be virtual and every second Monday until such times as guidance dictates otherwise. No singing is allowed. We will welcome virtual input from Rev Stella and other visitors.  Clear signs displayed as reminders to staff and children regarding social distancing and how to handwash properly. Reinforce messaging regarding handwashing if sneezing or coughing. Children should be supervised and supported to follow guidance. Safety Session video should be played at least once a day, first thing in the morning is recommended.  Emergency evacuation procedures/ fire drill & muster point remain the same – markings have been placed at the muster point to ensure classes are 2m apart thus ensuring staff remain 2m apart from one another. The main message is that when the alarm sounds and it is not a drill, all people occupying the site should evacuate as quickly as possible (without panic) and then when at assembly point they can revert to physical distancing.  Staff with long hair should have it tied back and clothes should be changed daily. Children encouraged to also tie hair back and to wear a clean uniform each day where possible.  **General Advice - Facilities**  Ensure regular cleaning (at least twice daily) of commonly touched objects and surfaces (e.g. handles, shared surfaces desks / technology surfaces / dining tables), toilet areas, changing rooms and staff areas.  Kelly will wipe down all touch points at 10:30 – door handles and taps.  Cleaner to cover 1 hour around 11am for touch points, toilets and floors where necessary.  Kelly will wipe down all touch points again after lunch around 1:30pm.  Cleaner will be in straight after school for a 3 hour period and will ensure the school is cleaned thoroughly.  Cleaning materials have made available throughout the day for staff (Covid Guard, antibacterial spray and wipes) – the procedure for this establishment is to contact the janitor on duty. Covid Guard safety advice and instructions has been emailed to all staff and a printed copy is kept in school.  When cleaning surfaces it is not necessary to wear PPE. Health Protection Scotland documentation can be found [here](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf).  Janitorial staff will support with the provision of bins for tissue waste in classrooms. Highlight missed opportunities for social distancing and appropriate handwashing where staff, pupils or parents forget the safety rules.  All toilet areas to contain signage highlighting good handwashing routines – this includes widget symbols to ensure all pupils can access the information.  **Ventilation**  Leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation. Open windows to improve the flow of air where possible.  Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. When changing filters enhanced precautions should be taken. Ensure systems do not automatically adjust ventilation levels due to differing occupancy levels.  Janitorial Support Teams are able to support with the logging of any calls concerning window opening faults if detected. FES have been advised to prioritise any calls for windows that cannot open / are hard to open.  Advice from Health & Safety colleagues is that under certain circumstances internal fire doors can remain open whilst the space is in use.  However, internal fire doors **must** be close should an evacuation take place, when the space is not in use and a responsible adult must be present if propped open.  The Fire Risk Assessment has been updated. These temporary procedures are only allowed as a result of the need to ensure ventilation in all spaces where people are present and revised documents must be shared with all relevant parties. | | | | | **L** | M | H | | |
| People with symptoms attending ECS sites | Staff  Children & young people  Visitors | Infection of staff, children and visitors | L | M | **H** | **PEOPLE SYMPTOMATIC ATTENDING ECS ESTABLISHMENTS**  Remind staff, pupils and parents that they should not come to school if they or someone in their household has developed symptoms (new persistent cough or increased temperature). Remind all staff and pupils of this each day – use of website, groupcall, facebook page, Safety Session video.  Guidance should be followed from NHS Inform and from [Test and Protect](https://www.nhsinform.scot/campaigns/test-and-protect) here. Schools should ensure they understand this process and cases in schools, as complex settings, will be prioritised and escalated to specialist Health Protection Teams.  We will continue to use existing methods and channels of communication with parents/carers to reduce the need for face to face meetings/contact: Expressions App; text; email; phone; Website, Facebook and Microsoft Teams.  Staff to be reminded that if they or pupils develop symptoms, they will be sent home. Any symptomatic pupil will be asked to sit at the school office/outside the main entrance to allow for a well-ventilated space until they can be collected – parents have been asked to prioritise collection. Any symptomatic staff will be asked to leave the premises immediately. Please access guidance [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/School%20Recovery%20Documents/School%20guidance%20on%20symptomatic%20or%20confirmed%20cases%20of%20Covid%2019.docx?web=1) and see detailed information below. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **PROTECTION WHEN DROPPING OFF AND PICKING UP FROM THE ESTABLISHMENT**  Signage and information added to the entrance of the site. Information shared on school websites and social media. Emails and videos have been sent home for parents and pupils.  Suggested drop off/pick up points have been given for class bubbles. Microsoft Form has been shared to parents to ask for a consistent location and to assist staff in delivering pupils safely to each point at the end of each day.  On arrival pupils should make their way to their own class bubble until the bell rings.  Only P1/2 parents should enter the playground and 2m social distancing must be adhered to. P2 parents should only need to do this for the first couple of days until their child is settled and familiar with the routine.  Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible.  All staff, parent/carers, children and visitors to wash hands before coming to setting, build handwashing into daily routine.  Any visitors or absolutely essential visits by parents to the building should go as follows: ring the buzzer at the main entrance, stand on the yellow feet. A member of staff will open the door and speak to you. It is unlikely you will enter the building unless a resolution cannot be sought at the door.  On entering the building, hand sanitiser should be used by everyone – stations at each pupil and staff/visitor entrance. This should also be used prior to exiting the building each time.  Parents and pupils should ensure that they are prepared for the school day as no items should be dropped off throughout the day unless it is an emergency. It can be arranged for pupils to have a school dinner should they forget their lunch.  Children and young people have been told not to bring toys from home or to share their personal belongings. If they do, they will be asked to place it in their bag for the duration of school time. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **WHEN CONTRACTORS / VISITORS COME ONTO SITE**  **All visitors to complete a compulsory track and trace QR Code data sharing procedure or sheet before gaining access to site. This is separate to signing in sheet to follow GDPR guidance. This information is retained by the school office.** Please find guidance [here](https://docs.microsoft.com/en-us/forms-pro/send-survey-qrcode) for QR Code Set Up. Please find a copy of the Data Collection Sheet [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents) & GDPR Template [here](https://aberdeenshire.sharepoint.com/sites/covid-19childcarehubstaffinformation/Shared%20Documents/Forms/AllItems.aspx?viewid=d9eefab0%2D1334%2D4bdb%2Dbfba%2D5ad35be1e920&id=%2Fsites%2Fcovid%2D19childcarehubstaffinformation%2FShared%20Documents%2FSchool%20Recovery%20Documents).  Guidance on Collection of Visitor Details [here](https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2020/07/test-protect-multi-sector-guidance-collection-customer-visitor-contact-details-july-2020/documents/supporting-test-protect-guidance-collection-customer-visitor-details/supporting-test-protect-guidance-collection-customer-visitor-details/govscot%3Adocument/supporting-test-protect-guidance-collection-customer-visitor-details.pdf?forceDownload=true).  Social distancing signage throughout the building. ALL visitors into the building, including delivery drivers MUST provide track and trace information. The reception window should remain closed where possible.  There is a legal duty to provide welfare facilities and washing facilities for visiting drivers. Staff toilet by office or in the kitchen area should be used (depending where visitor is). Antibacterial wipes should be used before and after use.  Contractors arriving at site are directed by signs to main entrance. They are asked to follow the same hand sanitising and handwashing rules as per other visitors and staff. Only essential maintenance to take place during normal school hours and social distancing must be adhered to at all times.  Canteen deliveries to use separate entrance where possible. To follow same hand sanitising and washing rules as per other visitors and staff. Delivery staff to follow social distancing guidance and NOT enter the school site. If this is not avoidable then a track and trace data sharing sheet must be completed in all cases and given to the school office.  Social distancing should be adhered to. Staff/ volunteer / visitor distance of 2m where possible. Face covering to be worn by adults where distancing of 2m cannot be achieved. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **PROTECTION WHEN MOVING AROUND THE DESIGNATED SCHOOL AREAS**  Yellow floor tape has been laid to provide a safe 2m bubble for staff at teaching areas/SMART boards. Staff distance of 2m where possible from other adults and pupils. Where this is not possible for a period of 15 minutes or more then a facial cover should be worn as per guidance and will be provided.  Classes will remain in bubbles and will only have access to a small area of the school each. Class entrance/exits and toilets have been identified. | | | | | **L** | **M**  Not all cases will show symptoms & social distancing challenging to maintain with children so risk assessed as low to medium. | H | | |
| Risk of infection of children with additional support needs | Children & young people | Risk of not following existing procedures for pupils | L | M | **H** | **SUPPORT FOR CHILDREN AND YOUNG PEOPLE WITH ADDITIONAL SUPPORT NEEDS**  Fire Evacuation Procedure updated to reflect changes and has been shared with all staff.  Where manual handling / personal care is required, at least two members of appropriately trained staff should be available. It should be established if this additional support is needed and wear PPE where providing direct personal care. Only essential staff should enter the designated room where personal care is being carried out. Please click on l[ink](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx) for the correct methods of putting on, and removing PPE. | | | | | **L** | M | H | | |
| Infected person attending the site | Staff  Children & young people  Visitors | Risk of infection to other people | L | M | **H** | **ILLNESSES AND ACCIDENTS DURING ATTENDANCE AT ESTABLISHMENTS**  Guidance document for first responders [here](https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov) that covers the use of PPE and CPR. Please click on l[ink](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Business%20Services/HR%20and%20OD/Health%20and%20Safety,%20Wellbeing%20and%20Risk%20Management/Health-and-Safety,-Wellbeing-and-Risk-Management.aspx) for the correct methods of putting on, and removing PPE.  Appropriate care taken when treating individuals presenting with illness, PPE equipment used as required – bodily spills kits (each kit contains mask, apron and gloves).  Isolation area at the Main Office/Outdoor area at main reception in case of any individuals who present as unwell during the day. Follow procedures to remove from setting where someone becomes unwell:   * If over age of 16 they should go home as soon as symptoms noticed * Under the age of 16, parents/cares contacted and to follow guidance for households. * A room or area should be designated for the pupil to wait to be collected with appropriate adult supervision. * A separate bathroom should be designated for the individual to use (boys toilet by office. This would then be closed off to P5/6 and the girls toilet would become Unisex. This would be shared with the class and the teacher to monitor that only one person is out at a time.) * Private transport to reach home should be used where possible (parents responsibility). * If an individual is so unwell they need an ambulance advise the call handler of 999 you are concerned about Covid-19.   All First Aid Kits to contain PPE: gloves, aprons and masks.  Additional guidance for staff is available here:    Head Teacher to ensure sufficient stocks of PPE within their school at all time – the current guidance from procurement is having 4 weeks stock on site at all times. Stock will be ordered by, and held at Westhill Academy. CSN Support Service Co-ordinators have the lead on this locally.  Facilities informed and deep clean carried out of areas deemed exposed to potential infection following [covid-19-decontamination-in-non-healthcare-settings](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) guidance. Additional information found [here.](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/2973/documents/1_covid-19-guidance-for-non-healthcare-settings.pdf)  Schools should maintain accurate register of absences for staff and pupils – codes for this have been developed in SEEMiS. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **OUTBREAK MANAGEMENT**  Management of outbreaks in schools is led by local Health Protection Teams (HPTs) alongside local partners following established [procedures](https://hpspubsrepo.blob.core.windows.net/hps-website/nss/1673/documents/1_shpn-12-management-public-health-incidents.pdf.) . Ensure you know how to contact local HPT:   * Grampian Health Protection Office Hours Tel No. 01224 558520; Out of Hours Tel No. 0345 456 6000 (Ask for Public Health on Call) Email Address: [grampian.healthprotection@nhs.net](mailto:grampian.healthprotection@nhs.net)   If schools have 2 or more confirmed cases of Covid-19 within 14 days they may have an outbreak. In this situation contact HPT and local authority.  Increased of respiratory illness should prompt contacting HPT for advice.  If outbreak confirmed schools should work with local HPT to manage with local authority. Actions may include:   * Attendance at multi-agency incident management team meetings * Communications with pupils, parents/carers, and staff * Provide records of school layout / attendance / groups * Implementing enhanced infection, prevention and control measures.   HPT will make recommendations on self-isolation, testing and the arrangements to do this. Any discussion of possible school closures should take place between school, local authority and local HPTs. Schools should maintain appropriate records. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Children & young people  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **CLASSROOM MANAGEMENT**  Staff and pupils reminded at each registration time of social distances rules. Safety Session video by HT to be shared.  Each teaching space has been planned carefully to maximise staff physical distancing. Floor tape has been applied to help/remind children of children-staff 2m social distancing.  Pupils should be instructed to keep bags on the floor and not placed in their desks or worktops (even when accessing for something or packing/unpacking).  Reduce the unnecessary sharing of resources as much as possible, including textbooks. Reduce the range of resources to be used in the classroom. Each individual will have a labelled tray of equipment. Small groups can be identified to share equipment and handwashing before and after should be encouraged. Re-plan lessons / activities to avoid shared resources, where possible.  All shared resources to be cleaned after each user (including computers, PE equipment etc). Build this into end of lesson activity routines where possible. Schools to ensure anti-bacterial wipes are available in all IT rooms and shared classroom spaces. We have also provided Covid Guard Spray and Dettoll Antibacterial spray. Teacher to ensure students wipe down desk area, chair and resources after use if a shared space/resource. If student is too young, then arrangements for staff to help pupils with clean to be made locally.  Additional cleaning will be provided by Cleaning Services and Janitorial Support for touch points in communal areas and will be organised locally – Colleen will be in one hour per day from about 11am and will return at the end of the school day for a thorough clean (3 hours).  All resources which present cleaning challenges have been removed, e.g. construction materials and intricate items, fabric materials –beanbags, soft seating, etc.  Try to avoid working with paper/other materials that are shared in a way that may aid transmission, i.e. consideration to be given to marking work (done electronically), photocopying, etc. Staff have been issued with a daily routines guidance sheet.  Where there is a sink in the classroom, soap and paper towels should be available. Bin placed near sink.  Keep surfaces clear to make cleaning easier. Box of tissues in each class.  Classrooms to be kept well-ventilated. Non-fire doors should be propped open to reduce the number of touch surfaces (see more detailed guidance under General Guidance).  Children and teacher should agree the handwashing routine for the day for their group. Consider the provision of hand sanitiser at the entrance of each classroom.  Further consideration to be given to the teaching of curriculum in practical subjects and how this can be amended to ensure minimum contact with equipment. Any equipment used to be properly cleaned after use.  Advice concerning PE will follow. For secondary schools - consider pupils wearing PE kits to school on the day they take this class to reduce to close interaction in PE changing rooms. Local arrangements need to be made regarding the cleaning schedule for changing areas.  Library books should be quarantined for 72 hours upon return to the library and a procedure needs to be developed by school libraries. A dedicated quarantine area can be set up. | | | | | **L** | M | H | | |
| Spread of infection.  Infection of staff, children & visitors. | Staff  Visitors | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **STAFF AREAS/BASES**  The same social distancing and hand washing hygiene applies to all staff. Staggered breaks will be in place for support/teaching staff. Only 4 people can be in the staffroom at any given time and 2 more in the old staffroom. Lunch times have been staggered which will help with this.  Staff should ensure that they use their own eating and drinking utensils.  All areas and surfaces should be kept as clear and clean; all dishes should be washed in warm soapy water, dried and tidied away for good hygiene by individuals.  Safe, hygienic and labelled food storage is necessary for shared fridges by staff.  Teacher resource area to be cleaned after use.  Universal signage in staff areas/bases and offices.  Where there is a sink in the area, soap and paper towels are available. Bin placed near sink.  Areas to be kept well-ventilated where possible. Reduce the range of resources to be used. Reduce the sharing of resources as much as possible. Trays of equipment for individual should be created.  Shared toilet to be sprayed after use and staff to follow instructions clearly labelled on toilet door.  Hand sanitiser or soap provided in each area. | | | | | **L** | M | H | | |
| Spread of infection during canteen use / break and lunchtimes | Staff  Children & young people | Cross contamination of infection.  Infection of staff, children and visitors | L | M | **H** | **BREAK AND LUNCHTIME**  All persons should stay on site once they have entered it and not use local shops/have home lunches, where possible. If staff and pupils go off site, they should follow rules in place for wider society. Hand hygiene must be addressed on return and the sanitisation of hands followed by appropriate washing needs to be undertaken.  Class bubbles are in place inside and outside.  Sanitising stations will be in place at each entrance. Pupils should sanitise or wash their hands each time they enter the building and before they leave it.  Reinforce handwashing prior to eating food. Hand sanitiser should be where people eat and should be used by all persons when entering and leaving the area.  Kitchen staff should continue to follow Food Standard Agency’s (FSA) in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes. Covid-19 Guidance can be found [here.](https://www.foodstandards.gov.scot/publications-and-research/publications/covid-19-guidance-for-food-business-operators-and-their-employees)  Primary school meals will start with a [tailored menu](https://www.aberdeenshire.gov.uk/media/25375/primarymenustailored2weeks.pdf) for the first two weeks of term. Pupils will eat lunch in their class bubbles during this time. Payments should be taken by contactless methods wherever possible. Head Teacher and Cook to liaise regularly to discuss arrangements going forward.  Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced. All pupils have been asked to come to school with a filled water bottle. Bottles can be refilled using the spout of the Water Fountain however no direct drinking should occur from the fountain.  All rubbish and waste should be put straight in the bin by pupils and not left for someone else to clear up. Compostable boxes should go straight into the Food Waste bins – coloured recycling bins will be used as a temporary measure and will be emptied/cleaned daily by kitchen staff.  Kitchen staff will wipe down all desks before the afternoon learning sessions.  All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines etc. | | | | | **L** | M | H | | |
| **Process/Activity: Infection Prevention & Control** | | | | | | | | **Location:** **Skene School** | **Date: 06.08.20** | | | | |
| **Establishment RA Author: Amanda Blackwood** | | | | | | | **Date of Review: 14/08/2020** | | | | | | |